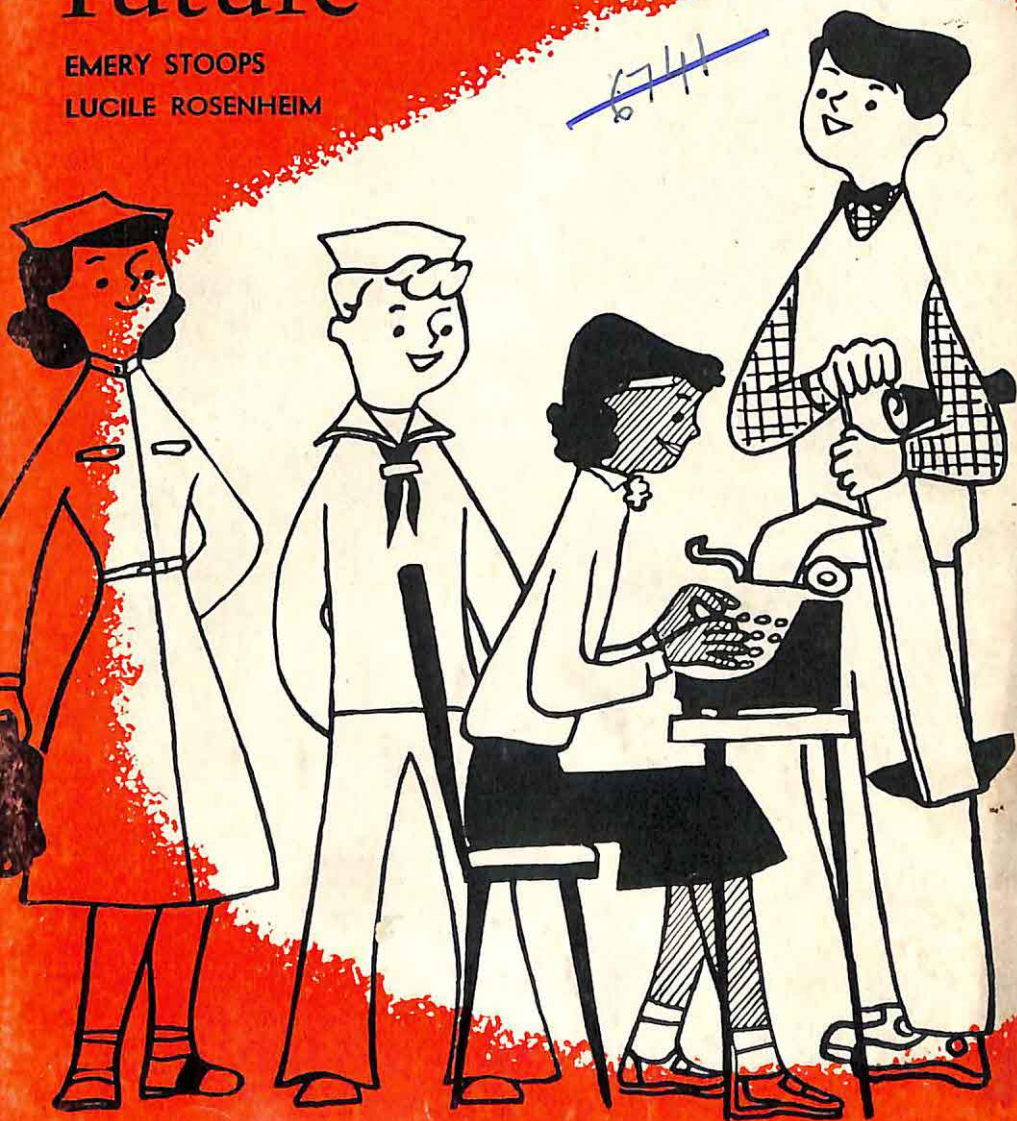


Planning your job future

EMERY STOOPS
LUCILE ROSENHEIM

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GUIDANCE SERIES
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Do you ever think about what you want to be?

Do you wonder how you will find a job to suit you?

Do you know how to find out

what your interests and abilities are?

And the part they will play in choosing your future job?

This booklet gives you important facts

on how to plan for your future.

Planning Your Job Future is part of the series

of SRA's Junior Guidance Series Booklets

for boys and girls.

These booklets are written to help *you* with *your* problems.

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Planning your job future



by EMERY STOOPS

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Los Angeles County Superintendent of Schools Office
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Sketches by JEANNE DOERN

SCIENCE RESEARCH ASSOCIATES, INC. BASIO TRAINING COLLEGE
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There's a job in your future

Bill Gordon stood in front of the department store window, gazing longingly at the steel fishing rod and its handy, cloth-covered metal case. After a couple of minutes of silence, he turned to his dad, standing next to him.

"Gosh, Pop, I'd like a rod like that for my birthday."

"I know you would, Son. But you've already asked for a tennis racket and a catcher's mitt. Aren't you expecting a lot?"

Bill flushed. "Maybe I am. But I'd sure like to own that rod." He hesitated a moment, and when he spoke again there was a puzzled look in his eyes. "Am I different from other guys, Dad—I mean about wanting things?"

Mr. Gordon shook his head and led Bill away from the tempting window. "You're no different from anybody else," he said quietly. "It's normal to want things. Only we'll have to put off that fishing rod for another birthday. It's not in the budget right now—and," with a dry smile, "not in the bank, either."

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We all want many things

Have you, like Bill, ever stood with your nose pressed against a shop window gazing longingly at a bike or camera or ice skates you would love to own? If you have, this booklet is for you. You are a normal boy or girl. For Mr. Gordon was right; it's normal to want things.

We start having wants the moment we're born! At first it's only milk and a warm blanket. Then we want more food and more kinds of it—like fruit, vegetables, meat, ice cream. Pretty soon we want more than a blanket to keep us warm. We like suits, dresses, sweaters, jackets, underwear. And we get bored with rattles for entertainment. We want stuffed animals, kiddie cars, painting sets, roller skates, radios. In fact, we go on wanting more and more things all the rest of our lives.

Where jobs come in

We can't count on our parents to fulfill our wants forever. As soon as we're old enough to be on our own we must take care of ourselves. There comes a time when we all have to work, just as now we all have to go to school. And finding the right work requires preparation. It is too important to be a hit-or-miss proposition. Finding the right work is important for two reasons:

1. When we do work we enjoy, we're happy. Notice how people enjoy working on their hobbies.
2. If we're happy in our work, we do it well. That means we'll be successful. And success at a job usually provides a comfortable home, good food, nice clothes, summer vacations—all the pleasant things we want and enjoy.

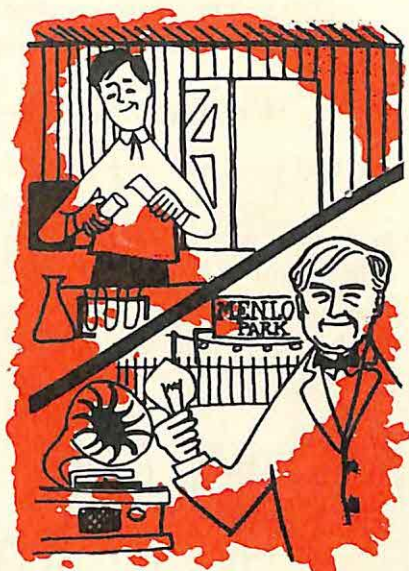
When to choose your future job

Benjamin Franklin chose his future job at 12, when he went to work for his brother as a printer's helper. Through this job he not only learned the trade of printing, but also published his first essay. Later he edited and printed the newspaper, *Pennsylvania Gazette*. He did such an excellent job that he became famous

throughout the colonies. This was the beginning of his great career of public service.

At 11, Thomas Edison was a newsboy on the Grand Trunk railway, but he had already started his career of experimenting. He set up a laboratory in a baggage car which, unfortunately, caught fire when a bottle of phosphorus overturned. This abruptly ended his work as a newsboy, but he went right on with his experiments until he became the greatest inventor of the century.

Of course, we are not all geniuses, like Franklin or Edison. And not many 11- and 12-year-olds these days have to go out and earn their own living. But earning a living and preparing for a future job are two different things. Practically all boys and girls of 11 or 12 can start thinking about their life's work. And the sooner they begin, the better.



Edison decided on his future job when he was just a boy.

Why worry?

Perhaps you wonder, "Why worry about jobs when I'm still in school? After all, I won't be ready to take one for several years."

It's true that you can't make any definite decisions now. But you're not supposed to. If you start thinking and keeping your eyes and ears open to gather information, when the time for decision comes, you'll be ready. You'll have all the facts at hand to make a wise choice. And facts are necessary. Choosing a job without having plenty of information is like trying to bake a cake for the first time without a recipe. You will not like the results.

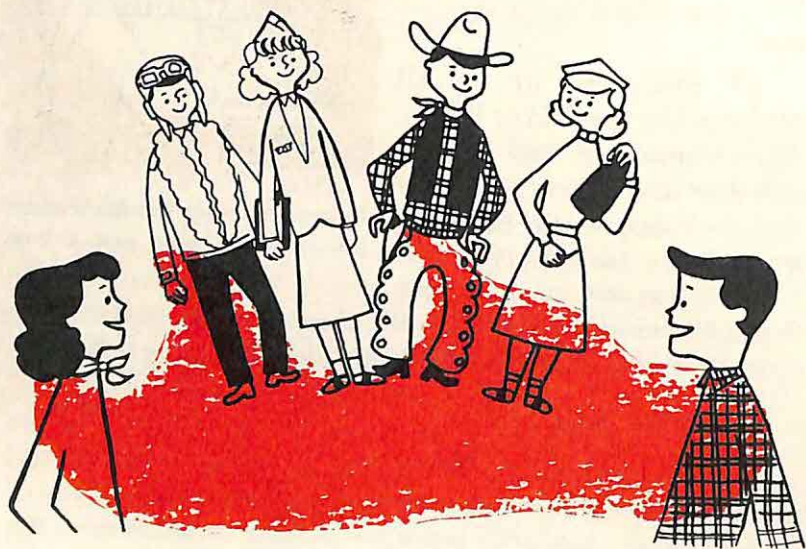
But collecting facts takes time. You can't gather them together in an overnight cramming. You pick them up gradually from bits

you see and hear, read and study. So the more time you give yourself to gather them, the more useful information you will have.

That's why choosing your future job should begin *now*. *Choosing* is the first step in preparing for your future job.

What do you want to be?

Did you ever long to be a pilot, a fireman, a policeman—if you're a boy—or an airline stewardess, a trained nurse, a movie star—if you're a girl? A cowboy suit for Christmas has made many a boy want to be a rootin' tootin' buckaroo. A gypsy costume for Halloween has given ideas to many a girl about making a fortune for herself reading cards and crystal balls.



Did you ever want to be a cowboy or a nurse or an airplane pilot?

Every year you may pick up and drop a new career. Sometimes early plans are anything but practical. Other times, though, they can lead to your life's work. In fields as different as essay-writing and invention, Franklin and Edison showed signs of future greatness before they were in their teens. The first choices of these men became their future jobs.

Sometimes early plans start you down the path to your life's work, but you turn off at one fork or another in the road. Hundreds of nature-loving girls and boys who collect flowers and leaves are sure they'll be florists or botanists some day. But most of them branch off into something else—landscape gardening, teaching geology, research with plant products, or even a different field altogether.

Usually, though, you change your job choice so many times before you are ready for the final decision that you all but forget your "kindergarten" careers. You may change your mind for many reasons.

A football injury in eighth grade killed one boy's hope to play big league baseball some day. A changing voice upset a choir boy's plans to be a concert singer.

An exciting career book, an inspiring teacher, an adventurous try, the loss of a parent, a family tragedy—any of these can make you change your mind about what you want to do—once, twice, or a dozen times. That's why choosing your future job is rarely a single decision, but is a series of them. It starts with your first mud pie and ends with your last pay check.

But each change of choice is useful because everything you find out about jobs helps you gather facts. And you need these facts to make the final decision the right one for *you*.

Your future job

Think about yourself for a minute. Fill out the blanks below. Then compare your answers with the answers of your friends.

1. My first aim in life was to be a _____ (name of job).
2. This wish started when I was _____ years old.
3. It continued until I was _____ years old.
4. I gave up (or did not give up) the idea because _____

5. Other jobs I have liked: _____

6. Today I want to be a _____ when I grow up.

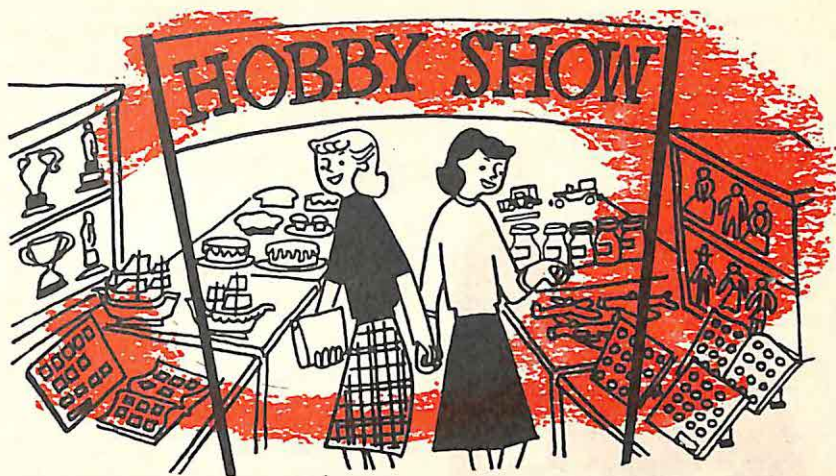
7. I like this job because _____

Some boys and girls will put the same answer for item one and item six. Eventually these people may find their life's work along the lines of their first choice. Others will have different answers to these questions. And their plans may change again and again. Which way is better? If you change your mind often, how can you ever be sure which choice will be the right one?

What this booklet is about

You'll find the answers to these questions as you read this booklet. In the pages that follow you will find out how to gather the facts to help you decide about jobs wisely. These facts are of two kinds:

1. **Facts about yourself.** You must understand yourself before you can decide upon a job that is exactly right for *you*.
2. **Facts about jobs.** You must know about jobs so that among the many different jobs there are, you'll select one with the *good points you want*.



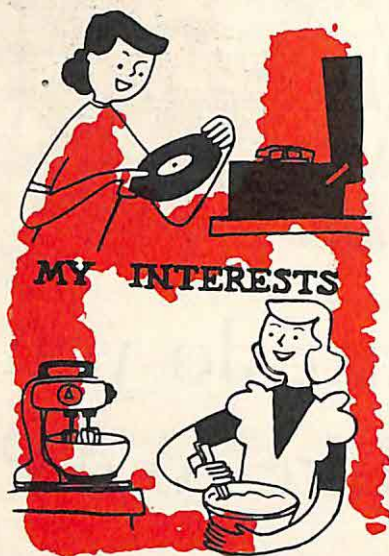
What do you like to do?

The Hobby Club of Kendall School had taken over the entire gym for its annual "Hobby Show." Tables from the lunchroom were filled with collections of puppets, stamps, old coins, match book covers, and a dozen other displays. Snapshots of all kinds and sizes lined the tops of bookcases. The shelves held model planes, boats, clay figures, painted dolls. Cabinets displayed all the trophies the school had ever won, as well as band instruments. Tables and wall brackets built in the shop room, dresses, preserves, and bakery goods made in the home economics department were all included.

Cathy Green and Ann Rodgers were strolling down one aisle after another. As they paused to admire a platter of luscious-looking brownies, Cathy remarked, "Everything's just great about this show except one thing—the name. Some of these things aren't hobbies at all. The baking and sewing and building furniture were all done here at school. Aren't hobbies supposed to be all for fun?"

Ann nodded her head in agreement. "I think you're right. It seems to me interests would be a better name. That would cover everything."

Interests: the things you like



Most boys and girls have one or more special interests.

a good thing. If they didn't, boys and girls would be playing with blocks or paper dolls in high school!

But whether your interests are long-lived or short, they are your *likes*—an expression of yourself. They show the kind of person you are. And understanding them will help you to understand yourself.

How to discover your interests

The best way to discover your interests is to take a good look at yourself. What are your hobbies? What are your ideas of a good time? What magazines do you read? How do you spend your money?

This checklist will help give you a good general picture of yourself.

MY INTEREST CHECKLIST

Date _____

My Favorite:

1. Sports: _____
2. Social activities (parties, movies, etc.): _____

3. Radio programs: _____
4. TV programs: _____
5. Movies: _____
6. Books: _____
7. Magazines: _____
8. Clubs: _____
9. Jobs at home: _____
10. Hobbies: _____
11. Creative work (art, writing, dancing): _____

12. Part-time, money-earning jobs: _____
13. School subjects: _____

You may have so many interests that you needed more space. So much the better. The more facts you can gather about yourself, the better prepared you'll be for your future job.

Once you've filled out this checklist, keep it. You may want to refer to it some day—the way Bill did.

Bill's problem

Bill Richardson received a chemistry set for his tenth birthday. For his eleventh, all he wanted was a larger one; and by his twelfth,

he'd built a lab in the basement and had even learned glass blowing. Chemistry was all he dreamed about—morning, noon, and night. There wasn't any doubt about his life's work: he knew he'd be a research chemist.

Then he entered high school and developed another interest—trumpet playing. And for several years he and four friends had a five-piece jazz band that played for many of the dances and parties in the neighboring towns.

This caused a problem. In Bill's third year the band decided to play summer engagements in resorts all over the state. The idea of going with them sounded wonderful to Bill. But Bill had been offered a summer job with the chemical company he hoped to work for when he finished school.

Bill didn't know what he wanted to do. He decided to go to his school adviser for help.

"You've got a tough decision," Mr. Talbot admitted. Then he suggested that Bill look over the *Interest Checklist* he'd just filled out.

How the checklist helps

Together, they read over the material. Finally Bill glanced up with a smile. "It says here," he pointed to the place, "that I call music a social activity—just like going to movies and parties. And I also list it as creative work and my part-time job. But my favorite school subject is chemistry. It's my favorite hobby, too. The radio programs I like best are about science, and my favorite books and magazines are about scientists and what they're doing."

Mr. Talbot looked at the checklist carefully. "How much time do you spend on chemistry—outside of classes, Bill?"

"All the time I've got," Bill grinned. "Once I get down in my little old lab I never know if it's time for supper or Tuesday!"

"Do you feel the same way about your music?"

"Gosh, no! I only play when the gang meets for jam sessions or rehearsals."

"If you thought you could be really *good* by working at it—taking lessons and practicing three or four hours a day—would you do it?"

Bill did not hesitate. He said flatly, "No. If I had to do that, music would be a punishment. It wouldn't be worth the trouble."

Mr. Talbot handed Bill his notebook. "Then I think you've answered your own question. You regard music as recreation. You enjoy it for the fun you have playing with your friends. And the job looks good because it means traveling around the state, seeing the sights—another kind of recreation. But your real interest is chemistry. And it looks like it's a pretty serious one."

Bill nodded. "It is. And it has been ever since I got my first little six-bottle set. I guess it really would be pretty silly to go tooting around with the band and pass up a job that might mean my whole future to me."



Sometimes it's hard to decide what you like to do the best.

Interests and supermarts

Not everyone has just one or two well-developed interests. Most boys and girls are interested in lots of different things. How then can you tell what you do like best?

There are ways of lumping interests of the same kind together—just as in the supermarts, similar foods are grouped together and labeled: *Fruits, Meats, or Beverages*.

In a similar way you can pin *your* interests down with labels. Do you like to take gadgets apart and put them together again? Then you probably have a *mechanical* interest. Do you like to keep your notebooks tidy? Someday you may be good at *clerical* work, like a stenographer or bookkeeper.

Usually people who like to use their imaginations and express their feelings and ideas are *artistic* or *literary* or *musical*.

Doctors are *scientific*; club treasurers have a *numbers* interest;

salesmen should have a *persuasive* interest; and usually camp directors, Scout leaders, and ministers have strong *social service* interests. People who like to garden have an *outdoor* interest.

Each of the jobs in the following list is based on one of these ten interests—mechanical, clerical, artistic, literary, musical, scientific, numbers, persuasive, social service, outdoor. Write the area of interest after the job you think it applies to.

HOW INTERESTS LEAD TO JOBS

Job	Interest
Farmer	
Plumber	
Author	
Settlement house worker	
Filing clerk	
Bank cashier	
Sculptor	
Violinist	
Botanist	
Politician	

For the correct answers, turn to the end of this chapter.

Developing new interests

Someone has said, "What we're not *up* on, we're *down* on." In other words, if you've never raised guinea pigs, you think it's a messy waste of time. Or if you've never collected autographs, you can't see the thrill in saving scraps of unreadable writing.

And yet, what a lot of fun you're missing! And you're missing something else: the chance to discover a new future job. For new interests can lead to new experiences. And these, in turn, often suggest exciting, unusual careers.

Here's an example. When Bob Lyons got to high school, he joined the Record Society. Through the weekly playing of prize platters brought by the members, he became interested in jazz. When he heard that the high school jazz band was playing in a nearby city, he had an idea. Why not promote a local jazz concert in their own high school auditorium? With a committee formed by other jazz fans, he organized a publicity program. He had articles printed in all the neighboring school and community papers. He had boys talk at club meetings. He had the local stores display posters and sell tickets.

Result? The concert was a big success, and the whole town enjoyed it. Other concerts followed. And now, when Bob is through with school and ready to get a job, he's considering a career as a booking agent—arranging concerts, programs, and radio and TV appearances for singers, dancers, orchestras, and others. He knows the work is not all glamour. He had plenty of headaches before he was sure the jazz matinee would go through. But he's sampled the good and bad things about a future job so that he has some idea of what to expect. If he decides to try to be a booking agent, at least he'll go into it with his eyes open. Bob Lyons is thinking of his life's work as a result of a hobby—record collecting—and joining a new club.

There are many other ways to develop interests that lead to future jobs. Lynne Jackson, an only child, decided to do baby-



If you join a new club, you may develop a new interest.

sitting to earn extra money. After a few weeks she found that she loved caring for little children and had a real flair for it. She is now reading career books on teaching and nursing. She hopes to train some day for one or the other, all as a result of *developing a new interest* from her part-time job.

Taking new kinds of lessons (like dancing, art, saxophone), making new friends with different tastes, reading articles or stories in books and magazines on subjects new to you—these are some of the many ways of developing new interests. Can you think of any other ways?

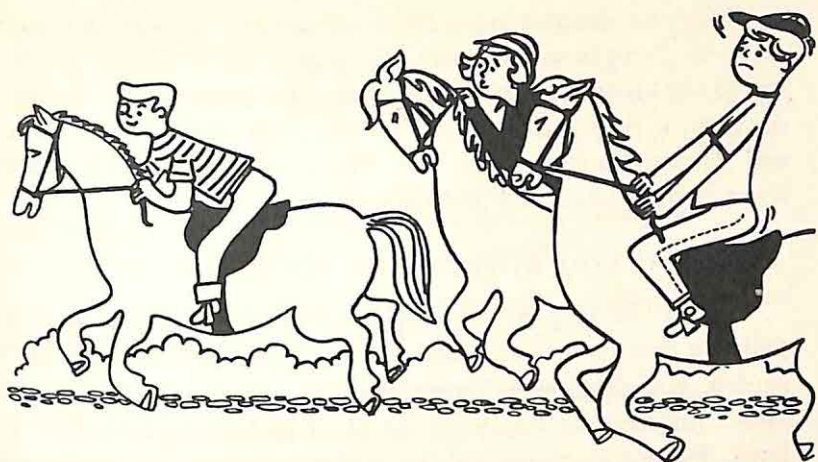
Interests are important

It's important to develop new interests because the more activities you know about, the more job choices you'll have. It's like this: If you go into a bakery that carries only two kinds of bread—rye and white—you may have to take one you don't like because that's all you have to choose from. But if you go into a bakery that has rye, white, whole wheat, raisin, and cinnamon—with such a big assortment you're sure to find one to suit your taste.

Once you've learned how to discover and develop your interests, you can choose a job doing work *you like*.

Answers to the chart, "How Interests Lead to Jobs," on page 14.

Farmer—outdoor; plumber—mechanical; author—literary; settlement house worker—social service; filing clerk—clerical; bank cashier—numbers; sculptor—artistic; violinist—musical; botanist—scientific; politician—persuasive.



What can you do well?

If you can answer that question, you know what your abilities are. Luckily, we all are good at different things. Abilities vary. Judy's a whiz at history, but she can hardly add two and two in arithmetic. Paul can ride a horse like a jockey, but he's not at all good at fixing things.

It's important to discover your abilities early. When you discover what you do well, you can begin to explore jobs in the field where your abilities lie. If you don't, it will be a great loss to you—maybe even to the world.

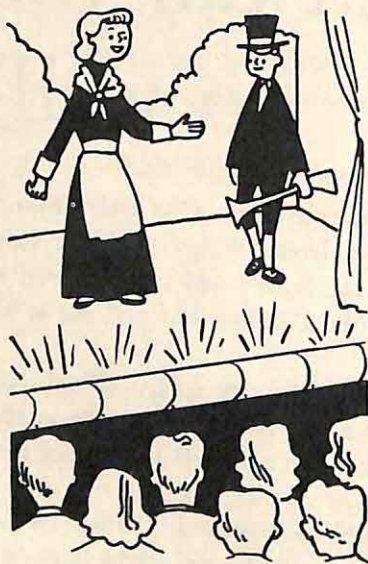
Just think of what we all would have missed if Mark Twain had not discovered his ability to write stories. He might have become a grocer, instead—probably an unsuccessful one—because he would have been more interested in words and ideas, than in selling sugar and salt.

If Edison had stayed a newsboy and later owned a news agency, we might have waited a long time for electric lights!

When we discover our abilities and seek our life's work in fields that use them, how successful we can be! On the other hand, if we do not know what our abilities are and cannot make the most of them, it is easy to be a sad failure. How many Mark Twains and Thomas Edisons have been lost to the world because their abilities went unnoticed and undeveloped!

Do you know your abilities?

"If you like to play tennis, you are likely to play it so much that you become a fairly good player. If you like to work in the garden, you develop a "green thumb" and the next thing you know, the neighbors hire you to plant and prune and mow the lawn. For *liking* to do a thing makes you want to do it often enough to become skillful at it. That's why likes or interests and abilities often, but not always, go hand in hand.



**By taking part in dramatics,
you may find out you can act.**

It also works the other way around. The first time Elizabeth took part in a play, she discovered that she felt at home on a stage. She also enjoyed acting out a make-believe character. When she found that she had *ability*, she became interested in acting and developed an interest in it that carried all through school. Many great actresses and musicians start as child stars because they have an aptitude for a certain kind of work even before they are old enough to have developed an interest in it.

One good way to discover your abilities is to look back at your *Interest Checklist*. The chances are that you will find you're good at the items you checked as your favorites.

But interests change more than abilities, so you can't go by

that checklist alone. For example, Scotty Wallace at fourteen still plays a fine game of ball, but right now his big yen is magic tricks. His ability hasn't changed, but his interest certainly has.

How to find out

So you must discover your abilities in other ways besides looking into your interests. Here are various ways:

1. Ask your friends. A "bathtub crooner" may think he has real talent. They may disagree.

2. Ask teachers and family. Be sure their answers are honest, rather than tactful. A girl may think her sketches are terrific. The art teacher may tell her that her work looks good only because there isn't much competition in the class.

3. Many schools offer tests to show different kinds of ability. You might ask your teacher or counselor about taking some of these tests.

4. Your grades in school. If you have been working your best, your marks in different subjects tell your strengths in them. For example, if you have received straight A's in arithmetic over a period of three or four years, you can be sure that you're above average in it and that you have an ability for doing work involving numbers and reasoning.

People differ in abilities

You may be wonderful in arithmetic and a flop in English. You may have strong social abilities and be weak in physical ones. You may be president of the class and yet be clumsy as an elephant on the dance floor. Very few people are wonderful at everything—although Leonardo Da Vinci came close. He was a philosopher, artist, astronomer, engineer, botanist, inventor, musician, architect, and other things besides!

We are not all Leonardo's, but we do all have a mixture of abilities. And to be successful we must use the best of our abilities. It is also almost as important to know your weaknesses so that you will avoid work in fields where you'd fail. For example, there's

no place in surgery for fumbly-fingers or in music for a tone-deaf ear.

Filling out this checklist will help you discover your strengths.

WHAT I DO WELL

(Mark an x in the right column.)

	Very good	Pretty good	Not so good
1. Swimming	☐	☐	☐
2. Tennis	☐	☐	☐
3. Team-games (like baseball)	☐	☐	☐
4. Music (singing, instrumental)	☐	☐	☐
5. Art	☐	☐	☐
6. Writing (poetry, stories)	☐	☐	☐
7. English	☐	☐	☐
8. Arithmetic	☐	☐	☐
9. Science	☐	☐	☐
10. History	☐	☐	☐
11. Home chores	☐	☐	☐
12. Earning spending money	☐	☐	☐
13. Working out problems through reasoning	☐	☐	☐
14. Working with my hands— sewing, shopwork	☐	☐	☐
15. Memorizing	☐	☐	☐
16. Other			
.....			
.....			

Anything you may do well that is not on this list should be added. The list is not meant to be complete, but to *suggest* certain strengths you may have that will remind you of others.

Developing your abilities

Unless you are working at your best, there is always room for improvement. You may improve in the things you already do well, or you may build up some of your weaknesses. You may even find that, with a little effort, your weaknesses can become

strengths! After all, Grandma Moses did not discover that she was an artist until she took up painting in her seventies. So before you sit back and say, "I'm no good at doing mechanical things, Mom. Let's wait until Pop comes home to fix my bike," make a try. You'll be surprised how some of your weaknesses vanish after you make a real effort to do better.

Your strengths can always be improved. Even Leonardo da Vinci was continually experimenting with new materials and ideas to become a better artist, engineer, architect. You can improve your school grades by working harder at your subjects; your music or dancing or art lessons by more serious practicing; your sports by continued playing under good instruction and competition.



Practice will help you improve and develop your special abilities.

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S.G.H.R.V. West Bengal

Date

Acc. No. 5613





What kind of person are you?

Joan and Sally, classmates at Wilson City School, had a very good reason for seeking jobs as baby-sitters—they wanted to earn some money. Besides, baby-sitting was not only profitable—a job of baby-sitting would not interfere with schoolwork or after-school activities.

There was only one rub. Baby-sitting jobs were as hard to find in Wilson City as bees in a blizzard! A lot of other girls and boys wanted them, too. Worse still, mothers preferred hiring older students—juniors and seniors in high school.

So prospects for that extra money looked pretty bleak until one day Sally's Aunt Kay came to the rescue.

"We're forming a Saturday night bridge club," she informed Sally, "and two of our members have young children. If you and Joan put in your bids to the Gordons and Wilts right away, you'll be all set for every Saturday night from October through April."

Sally barely let her aunt finish the sentence before she raced

to the telephone to give Joan the spectacular tip. And with Aunt Kay's recommendations, both girls secured the precious jobs.

At seven o'clock the following Saturday night, Sally appeared at the Gordon's house.

Sally's evening—a good beginning

"Try not to notice the mess in the kitchen," Mrs. Gordon greeted Sally airily. "Whenever we're in a rush, the boys dawdle over their dinner so I don't get a chance to do the dishes. But I did settle them in bed, and I think they'll be asleep in a few minutes."

The boys had other ideas. The minute the Gordon's car pulled away, three-year-old Bill made Sally install a zoo full of toy animals in his bed, and five-year-old Chuck demanded a complete recital of Mother Goose. To the boy's delight, Sally gave them their way. She wanted them to feel at home with her, and she didn't mind catering to them a bit to win their trust and friendship.

After she had settled them with a final good night, she walked into the kitchen and attacked the dirty dishes. It would be a nice surprise for Mrs. Gordon to come home and *not* find a discouraging mess.

Then, after the kitchen was in apple pie order, Sally replaced the kicked-off blankets on the sleeping children and, satisfied that they were comfortable, went on into the living room to read until the Gordons came home at eleven-thirty.

Needless to say, Sally's thoughtfulness was rewarded. Mrs. Gordon expressed her delight by assuring Sally that her job would be permanent. She even said that whenever Sally wanted additional baby-sitting hours, she would talk to her friends about it.

Joan's evening—a one-night stand

Joan's evening was quite different. She had done exactly what she was hired to do—*sit*. After meeting Mrs. Wilt she settled down in the living room with a magazine and sat reading it peacefully while Mrs. Wilt, already late for dinner, was scrambling to undress the three-year-old twins and Mr. Wilt was giving the baby his bottle.

After the Wilts departed, the twins called for water. Joan, sure they were stalling for attention, just ignored them and went on reading.



What do you think of the way Joan is handling a baby-sitting job?

The Wilts—like the Gordons—returned half an hour later than they had intended to, and Joan made no bones about the fact that she didn't like to be out so late. She was so disgruntled about it that when Mr. Wilt dropped her at her door, she muttered a cross "Good night" and omitted thanking him for the extra fifty cents he gave to pay for the lateness.

Result? Mrs. Wilt called Joan the following morning to say that she would not need her for baby-sitting any more. And she made no secret of her reasons. She told Sally's aunt, "I never had a more disagreeable helper. She wouldn't even lend me a hand undressing the twins when she knew we were late for the party. The twins claim she wouldn't get them a drink when they were thirsty, and she made such a fuss about our getting home late that you'd think she was hiring *us*, instead of the other way around."

Joan never did earn the extra money she wanted. Her reputation for being indifferent, uncooperative, and a poor sport traveled

around the neighborhood. As far as *interests* and *abilities* went, she was as well-fitted for baby-sitting as Sally. But she had an unpleasant personality. She couldn't get along with people. Her faults irritated people she worked for so much that after the first time, they never hired her again.

Personality and jobs

Unfortunately, the world is full of Joans. Surveys have proved that *more people lose their jobs because they cannot get along with others—with their bosses or their fellow-workers—than for any other single reason!*

A good personality will help you get along with people. It will help you get jobs and hold them. That's why you must consider what makes a good personality just as carefully as you considered your interests and abilities.

Have you any of these faults?

The boys and girls in one school listed the reasons why they did not like a certain boy or girl. The question asked was, "Why don't you like X?" Here are their answers:

1. He doesn't tell the truth. That gets other people in trouble.
2. He always bluffs his way out of doing any dirty work . . . never does his share.
3. She says mean things about her friends, so I guess she does about me, too. Can't trust her.
4. He's never on time. Always keeps me waiting.
5. She's so afraid somebody's going to get ahead of her she's always trying to put over something on somebody else.
6. He's so sloppy looking—spots on his clothes, dusty shoes, plain *dirty*.
7. She's too goody-good. And she's always arguing and correcting people.
8. He's a big guy, and he's always trying to take a poke at somebody. A real bully.
9. A bragging smart aleck. Always wisecracking at somebody else's expense. A show-off, too.

10. Stingy. Won't ever pay his share of anything unless you ask him twice or three times.

The failings listed above are the kind that anybody can see and be annoyed about. They will keep you from being well liked now and later. These are the things to avoid.

Some traits hurt only you

Certain traits that keep you from getting along with people don't bother others nearly so much as they bother *you*! Sometimes these are hidden faults that you hate to admit to anybody. Often they are hard to correct because you don't even like to admit them to yourself.

Rita was so shy that she never had the courage to make advances to anybody. She never said hello first. She never asked a new friend to play with her until the friend had asked Rita half a dozen times. She never volunteered in school to take over jobs or perform errands.

As a result, her classmates thought she was standoffish and lazy. Rita was neither. At home she was always willing, energetic, and capable. Her only trouble—shyness—simply crippled her personality. She went through school with very few friends.

Then, to her dismay, she found that in the world of work she was a failure, too. She lost her first job—saleswoman in a dress shop—because she could never drum up the courage to convince customers that they looked nice in the clothes they tried on. As a result, she made few sales.

Her next job was as a receptionist in an insurance office. Here the clients complained that she was unfriendly and disagreeable. Her shyness made it actually painful for her to greet dozens of strangers all day long.

Rita is now a typist in a big radio factory. But even here she suffers because of her handicap. While other girls who are less capable have advanced to better jobs, poor Rita is still doing just what she was doing three years ago. Instead of rewarding her meekness, her bosses figure, "How can she supervise others when she hasn't enough gumption to take care of her own interests?"

Don't be bossy

Paul, on the other hand, was just the reverse. He was too bossy. He wanted to be in on everything and he was only happy when he was running things his own way. His faults didn't actually hurt anybody. They hurt only Paul. He never learned to be a good *follower* as well as a good *leader*. And since no boss wants his workers to tell him how to run his business, Paul could never hold a job for long.

As you see, both Rita and Paul were handicapped by their personalities. One was too shy; the other too domineering. And no matter how carefully they might choose jobs to fit their in-

terests and abilities, unless they can improve their personalities, they will have a hard time getting ahead in the world of work.

There's no doubt about it, certain faults ruin chances of job success. Employers won't keep dishonest workers no matter how much ability they have. The cost can be too high. A beauty parlor would not take on a manicurist who was always late because she could upset the entire schedule of the shop. Certain traits can definitely spoil your chances of getting along with people and so lead to failure in work, even though your interests and abilities suggest success.

You can change your personality, but—

As everybody knows, we can't all be Einsteins, Miss Americas, or Olympic champions. Brilliant minds, great beauty, powerful bodies are not within everybody's reach. You may do your homework faithfully night after night but never become a Quiz Kid.



Employers don't usually like people who act "too bossy."

You may wear glasses to correct crossed eyes. But you can't make your orbs larger, deeper, or bluer, no matter how hard you try. And the contrast between Sonja Henie and other figure skaters is more than a matter of practice. Some gifts are Heaven-sent, and if you don't possess them, you must do the best you can with whatever talents you have, and let it go at that. But a good personality is different. *Anybody* can develop one, and if you want to be happy and successful you should do-it early.

For you see, good qualities, like bad ones, become habits. The longer you continue being late for school, your music lesson, your dentist appointment, the stronger the habit of tardiness grows and the harder it will be to overcome. On the other hand, if you start being on time *today*, and keep it up day after day, the habit of promptness will become firmly established.

It's the same with other personal qualities. Complaining can become a habit as well as cheerfulness; honesty as well as dishonesty. Of course some faults will be harder to correct because they're more serious or because they're older habits. But that's all the more reason to get rid of them at once. For the sooner you start improving your personality, the more time you'll have to "set" your good habits in preparation for your future job.

Developing a pleasing personality is like developing your abilities. You can't do it all in a minute. It's a slow, gradual, day-by-day process.

Personality also includes—

Appearance

Often we hear people say, "She's not good-looking, but she's got a wonderful personality!" as if appearance and personality have nothing to do with each other. Of course this isn't true. The boy who flourishes wild-colored shirts and ties, the girl who wears fancy taffeta dresses to school, reveal very different personalities from classmates who cling to a daily uniform of jeans and T-shirts.

Your appearance can show much about you—how style-conscious you are, whether you like gay colors or pale pastels, whether you are thrifty or extravagant. And the following example shows how your appearance can vitally affect your future job.



Sometimes the way you dress will reveal the kind of person you are.

When Jessie and Laura graduated from high school, they both read a want ad in the newspaper requesting a stenographer. The salary offered was good, the hours agreeable, the location convenient. Jessie arrived first. She wore a neat tweed suit, a fresh white blouse. Her hair was carefully combed, her make-up and nails immaculate. She carried a reference from her business teacher with her which stated that Jessie had been a good student and listed the courses that she had taken.

Laura ambled in half an hour later. Her dark blue blouse was powder-smudged, her suit needed pressing. Since neatness had never been Laura's virtue, her hair and nails needed attention, her slip showed and her heels were run-down. She, too, carried a reference from her business teacher, and her grades were straight A's—much better than Jessie's.

But Laura never had a chance to show her reference. Her appearance was enough. The head of the employment department looked at her and was not interested in knowing anything more about her. He dismissed her and hired Jessie. Laura's untidy appearance cost her the job. To an employer her personality defect carried more weight than the record of her ability.



To hold down a job, you need more than looks and "charm."

Character

We are so used to thinking of a "good personality" as merely a cheerful, agreeable, friendly one, that we often overlook the more sober virtues it includes. Yet *character* is a part of personality. Although some can get by with friends and family on charm alone, everyone needs *more than charm* to get by in the business world. You need courage, patience, honesty, dependability. In a word—you need character.

Take the case of Jerry Vance. He thought he could get by on his good looks and easy-going, attractive nature. He could talk his way into—or out of—anything.

He had no trouble talking himself into a job as delivery boy for a chain grocery store, afternoons and Saturdays. But he only lasted three weeks. He couldn't talk himself out of the careless mistakes he was always making—getting orders mixed up or taking an hour off whenever he felt like it.

Unfortunately, Jerry, now out of school, is still no better. He floats from one job to another. He can get a job on his looks and his charm. But he loses each one because of irresponsibility and carelessness. Looks and charm aren't enough. A good personality includes character—being responsible, as well as being agreeable.

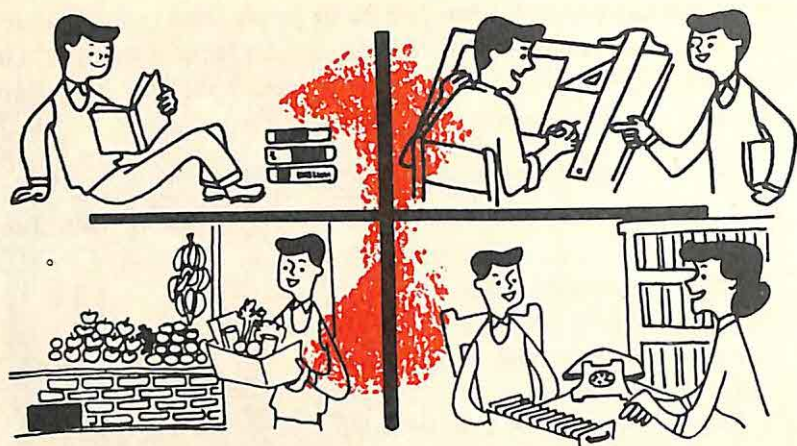
Personality checklist

If you fill out the following checklist honestly, you'll see yourself as others see you. The ideal would be to grade yourself "excellent" in everything. But since nobody's perfect, you can give yourself a series of goals. What you are *poor* in today, try to be

fair in, tomorrow. And from *fair* go to *good*; from *good* to *excellent*. Then gradually you'll develop an A-plus personality. The items marked * apply especially to jobs, but *all* the following traits will help you to get along with people.

Put an X under your proper rating as you see it.

ARE YOU . . .	Excellent	Fair	Poor
*1. Honest (with yourself and others)?	☐	☐	☐
2. Kind and understanding?	☐	☐	☐
3. Cheerful?	☐	☐	☐
*4. Willing to cooperate at home, school, camp, at play?	☐	☐	☐
*5. Dependable (can see jobs through)?	☐	☐	☐
6. Modest in achievement?	☐	☐	☐
*7. Always on time?	☐	☐	☐
*8. Clean and neat?	☐	☐	☐
9. Not too demanding of others?	☐	☐	☐
*10. Courteous, well-mannered?	☐	☐	☐
*11. Thoughtful of others?	☐	☐	☐
*12. Ready to use your initiative (make sug- gestions, volunteer)?	☐	☐	☐
*13. Agreeable about taking orders?	☐	☐	☐
*14. Careful and accurate about details?	☐	☐	☐
*15. Loyal to people you like (or work for)?	☐	☐	☐



Learning about jobs

There are over 24,000 different kinds of jobs in the United States! And every day new ideas and new inventions create new businesses that add to the number. So you're sure to find one that suits your interests, your abilities, and your personality. But how will you find it?

There are four easy ways:

1. Read about jobs in books, magazines, pamphlets.
2. Talk to people who know about jobs from their own experience.
3. Sample jobs yourself through part-time work.
4. Interview experts.

Reading about jobs

One of the most pleasant ways to learn about jobs is to read career stories in books and magazines. They are often written to

entertain you, as well as inform you. Of course, stories cannot give you all the facts you need, since their purpose is, first of all, to amuse rather than to inform. But they will tell you enough to give a bird's-eye view. After the brief introduction you can go on with further study yourself. In those career stories the heroes and heroines face job problems such as you, yourself, will face. When you follow their exciting adventures you will enjoy the suspense and at the same time take in details of lasting interest and value.

Fact-articles about jobs appear in newspapers, magazines, advertisements, and in booklets published by our government, trade schools, and many big businesses. Most of these booklets are free or inexpensive. Many boys and girls like to keep the most interesting ones together in a "Future Job" notebook. They put in this notebook all the information they find that they think they may want later. A "Future Job" notebook can prove to be a treasury of facts by the time you're ready to choose your life's work.

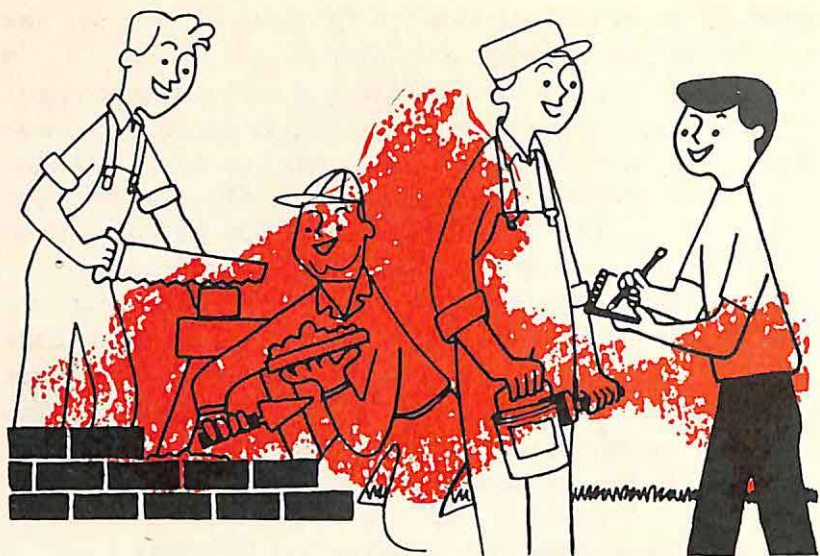
Talking about jobs

By watching people at work, you can learn about many jobs. Frank Jennings found out a lot about the building trades when the house next to his got a remodeling treatment. Carpenters had to repair sagging steps, stone masons fixed the chimney, and painters put a new coat on the weather-scarred white trim. Frank was interested in all that went on and decided to talk to the men about their work.

Here are some of the questions Frank asked:

1. Can you work all the year round or must you lay off in bad weather?
2. What special training do you need? How much of it?
3. Do you have to finish high school? College?
4. Must you be an apprentice to learn a trade? For how long?
5. Is there good money in the building trades?
6. If you'd like to live in another city, can you get jobs easily in other places?
7. Are jobs hard to get here?

The men answered Frank's questions and added other facts he hadn't thought of asking about. So Frank got his information



A good way to find out about jobs is to talk to different workers.

about building jobs direct from the workers—a fine way to get it. He outlined their answers in his "Future Job" notebook.

You can get information about jobs in other ways, too. For example, many factories, department stores, and businesses conduct regular sight-seeing tours for visitors.

Sampling jobs

Many companies have part-time jobs for after-school hours, Saturdays, and vacations. This is another good way to learn about jobs. A summer spent delivering short orders showed David the worries as well as the rewards of his father's lunch stand business. He learned about food, employees, and customers from firsthand experience. In the same way, George explored cattle raising by vacationing on his grandfather's ranch.

Interviews with experts

Teachers, librarians, vocational guidance directors—all can give helpful advice about jobs or tell you where to find special

information on them. Radio talks, lectures, TV, and movies often furnish just the facts you need to inspire you to further investigation. Sometimes chance conversations with friends or even strangers provide unexpected advice.

What to find out about jobs

In learning about jobs, you want to be sure to learn the important facts.

If you follow the same pattern in examining jobs as you did in examining yourself, you'll be on the right track. You will want to find out how well the job suits your *interests*, your *abilities*, and your *personality*. And you must find out two things more:

- a. What type of training does the job require of you?
- b. Do the rewards the job offers and the conditions of work satisfy you?

Will you like the everyday routine?

Sometimes we think we like a job until we discover that, like a green apple, it only looks good from a distance. On closer contact it puckers the mouth. Many jobs have so much surface dazzle that they blind us to their underlying dullness. For example, when you go to the circus you may think, "My, what a soft life a clown has! All you have to do is put on a stunt twice a day in a funny costume and painted face, stumble around the ring with a little dog on a big rope, and watch the audience roll out of their seats!"

But you only see the clown's life *three* hours out of *twenty-four*. You don't see him traveling on the road in hot, dusty trailers, eating catch-as-catch-can food, living close to the sounds and smells of restless, caged animals. You can't hear the petty fighting that goes on when too many people live and work so close together. You don't know how hard it is to try to be funny day in and day out, whether you're sick or well, sad or happy, weary, lonely, or worried.

In other words, when you investigate a job to see if it suits your interests, you'll look beneath the surface for hidden and perhaps unpleasant facts.

Will it suit you?

Another thing you'll look for when you think of your future job is how it suits your *abilities*. You may yearn to be a tap dancer with all your heart. But if you have a heavy, clumsy body and very little sense of rhythm, a term of dancing lessons will prove you are on the wrong track.

Finally, although a good, well-balanced *personality* is enough for most jobs, some require special qualities which you must possess or develop in order to be successful. And until you investigate a job you may not know about these special needs. For example, if you love to be part of a crowd and are only happy working and playing surrounded by people, you certainly haven't the right personality for a forest ranger's job, guarding a lonely fire station on a mountain top. In the same way, if you're naturally quiet and serious, not lively or sociable, you wouldn't be well suited to a job as hostess on an airplane—even if you love to travel. So it's important to know the kind of personality a job requires before you set your heart on it.



Before deciding on a future job, be sure it suits you.

What training does the job require?

After you've considered your interests, abilities, and personality, there's one more factor to examine—the kind of training the job takes.

Tom wanted to be a mechanical engineer, but he was not a good student. He knew he could never get along in the advanced courses in English, history, and science he'd have to take for a college degree. But since he loved working with tools and machinery,

he decided to go to a trade high school. Here he would have the chance to take many courses that would help him directly in his future job. So Tom gave up his aim to be an engineer and took training that permitted him to work with machinery and tools as a steam fitter.

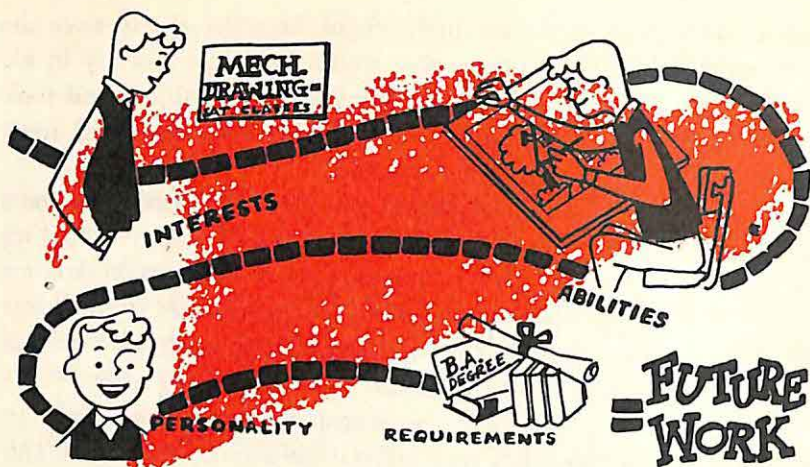
Many professional jobs require a college education plus years of additional study. Unless you can afford this expensive schooling or are smart enough to win a scholarship, you'll have to think twice before deciding to be a doctor, lawyer, or scientist. Of course some students do carry part-time jobs along with their regular college work, but you must be strong physically and mentally to do it.

So when you look over the world of work, you'll want to choose a job that matches your *interests, abilities, personality, and prospects for further training.*

What the job gives you

When you look over the world of work, you'll want to seek a job that gives you the special satisfaction you desire. For each job furnishes a reward, whether it's fame, money, travel, helping mankind, living close to nature, or spending the sunny days catching perch to sell at the fish market!

And when you look into jobs, you'll want to discover their rewards and weigh them in terms of work conditions. Sometimes you may decide the benefits aren't worth the trouble. For example, the good salary a coal miner earns may look less tempting when you think of his long hours in damp, dismal tunnels, the fatal accidents due to cave-ins, or the danger of poison gas. Money rewards don't always justify risky and unpleasant work conditions.



Choosing your future job

Mr. Pritchard smiled at the committee of boys and girls from the Vagabonds Club who had gathered in the basement of the South Center Community Church. "I think you'll be pleased to know," he said pleasantly, "that our Parents' Club will furnish the money for the supplies you need to turn this basement into a recreation room. But the project is yours as far as the work is concerned. We'll give advice if you want it, but that's all." He walked briskly to the back of the room.

Phil Leeds, who had organized the boys and girls in the neighborhood into the Vagabonds and was their president, beamed upon his committee. "Golly!" he exclaimed. "With the finances taken care of, fixing up this dungeon will be a cinch!"

"That's right," agreed Hank. "With fifty kids wanting a place to hang out, they'll all be glad to pitch in."

And they did.

Hank and several boys offered to build shelves and cupboards.

Mary and some of the girls wanted to do the painting and decorating—and make curtains, too.

Ginger, treasurer of her class at school, handled the money.

Phil, the president, was general overseer. Everyone contributed as his share of the work, *what he could do best*.

Working together

From the very beginning the club room project carried all the elements of success. The Vagabonds were *interested* in it. They were able to fit the work to be done to their *abilities, personalities, and training*.

The boys and girls succeeded because they found jobs that teamed up with the things each one could do well. On a small scale, the Vagabond's project is like the world of work.

Good planning

Many failures blame their lack of success on bad luck. Sometimes they're justified—more often they're not. If you start across the street without looking, would it be bad luck—or your own carelessness—that caused you to be run over by a speeding car?

It's the same way with jobs. If you start looking for work the day after you get out of school, would it be bad luck or carelessness that would make you drift into the wrong thing?

Failures never say, "I should have prepared better to choose the right job, and I should have trained properly for it so that I could hold it." They say instead, "The boss didn't appreciate me." Or, "I always hated fussy little details so no wonder I'm no good as a filing clerk." Or, "I'm glad they fired me. I never liked that job anyhow."

Failures alibi. They don't know that opportunity knocks on *everybody's* door. But only those with alert ears hear it.

Two questions:

1. Is it best to settle on your life's work early, like Edison and Franklin did?

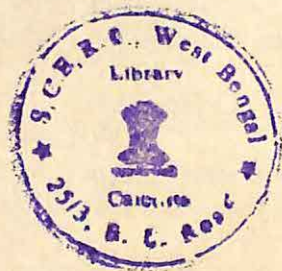
2. If you don't decide on one job now, but change your mind about jobs again and again, how will you ever know which choice is the right one?

These questions will be answered when you have finished school and have found the *right job*. To get the right job, work with your teacher, counselors, parents, and part-time employers. Let them help you match your *interests*, *abilities*, and *personality* with job requirements.

If you find a job that will give you happiness and success, it doesn't make any difference whether that job choice was your first, your second, or your twenty-fifth!

It's up to you

But the right job won't fall into your lap without any effort on your part. You must choose it carefully, train for it thoroughly. So the sooner you get started learning about yourself and the world of work, the better. The time to start preparing for your future job is *now*.



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